



Staff Congress

Draft Minutes for October 19, 2022 On-line Meeting via Zoom

Present: Marty Anderson, Christian Barnes, Dedrick Brooks, Dr. S.G. Carthell, Russell Dunn, Parker Griffith, Angela Guyton, Marion Hale, Kimberly Hanberry, Jodi Hanneman, Orville Herndon, Matt Jones, Sondra Kreger, Trish Lofton, Jeremy McKeel, Audrey Neal, Kim Newbern, Matt Purdy, Angela Richerson, Tressa Ross, Brett Shather, Matthew Todd.

Absent: Kevin Crawford, Duane Dycus, Sara Hardaway, Kendrick Quisenberry, Brian Truskey, Dr. J. David Wilson.

Guests: Dr. Jessica Evans, Staff Regent; Courtney Hixon, Director, Human Resources; Dr. Robert (Bob) Jackson, University President; Dr. Melony Shemberger, Faculty Regent.

CALL TO ORDER: Staff Congress President Trish Lofton called the meeting to order.

Dr. Robert (Bob) Jackson, University President: Dr. Bob Jackson said that upcoming homecoming activities can be found on the Murray State website by searching for homecoming. He encouraged employees to have flu and covid vaccines.

Staff Congress President Lofton said she received a message from Jackie Dudley, Vice President of Finance and Administrative Services. Ms. Dudley is unable to attend today's Staff Congress meeting due to attending the P3 meeting being held at the same time as the Staff Congress meeting.

Courtney Hixon, Director, Human Resources: Courtney Hixon said employees were sent an Open Enrollment Quick Guide. Employees should contact Human Resources if they did not receive an Open Enrollment Quick Guide. Open Enrollment will be held October 21-November 4. The Health and Benefits Fair is scheduled for October 27. Retirement and benefit vendors will be available to answer questions at the Health Fair. The Health Fair will include a walk-up flu shot clinic and cholesterol screening. Another cholesterol screening is tentatively scheduled for November 9, for interested individuals who will not be able to attend the Health Fair. Information will be announced after the details have been confirmed. A covid vaccination clinic is being held today through 2:00 p.m., at the Curris Center. Additional covid vaccination clinics are being planned. Details about the clinics will be forthcoming.

Staff Regent Report: Staff Regent Dr. Jessica Evans is working with the Executive Committee to schedule listening sessions for staff. A listening session is scheduled for Friday, November 4, 8:30-10:30 a.m., in 118 Wells Hall. A Zoom option will be made available. Listening sessions will also be scheduled for the extended campus sites. She has attended several committee meetings and appreciates the committee members' work. She appreciates being able to attend the committee meetings. Dr. Evans welcomes the opportunity to attend future committee meetings.

The special-called P3 meeting scheduled for October 3 has been cancelled because information was not available. Nothing has been finalized with P3.

Executive Officers from Staff Congress and Faculty Senate will meet with Dr. Jackson at the Faculty and Staff Leadership meeting on November 15. The next Board of Regents meeting is scheduled for December 2. She welcomes employees to contact her with questions.

Dr. Jackson added that the P3 group meets weekly at the same time Staff Congress meets. The P3 group is waiting for final cost information for residential halls. The information is expected near the end of month. The P3 group is working through issues caused by interests rates, supply chains issues, cost of materials, and availability of labor.

Faculty Regent Report: Faculty Regent Dr. Melony Shemberger said faculty and staff advisors are advising students for the spring semester. She thanked staff advisors for their work advising students. Faculty Senate meetings are held during the fall and spring semesters on the first Tuesday of the month, beginning in September. The next meeting is scheduled for November 1, at 3:30 p.m., in the Curris Center Barkley Room and via Zoom. Meetings are open to the public. Individuals may contact Dr. Shemberger for the Zoom link. She is looking forward to homecoming activities and the return of alumni to campus for homecoming.

President Lofton added that the university is having its centennial celebration during homecoming.

APPROVAL OF MINUTES: Dedrick Brooks made a motion to approve the September 2022 Meeting Minutes as presented. Marty Anderson seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: No report. The September Treasurer's Report will be presented at the next Staff Congress meeting.

STANDING COMMITTEE REPORTS:

Executive Committee: President Lofton reported that at its October meeting, the Executive Committee talked about the importance of holding listening sessions for staff on the Murray campus and at the regional campuses.

Credentials and Elections Committee: Orville Herndon discussed options for representation categories on Staff Congress. He explained the representation models at other public Kentucky universities. Options used at other universities include basing representation either on the organization chart or employment categories, or having all at-large representatives. He said Staff Congress can choose to discuss representation model preferences now or as part of today's Unfinished Business.

President Lofton recommended the discussion be included in Unfinished Business.

Staff Recognition and Special Events Committee: Matt Purdy reported that the Staff Recognition and Special Events Committee is working with the Residential Hall Association to plan the Children's Christmas Party. The party is scheduled for December 3, 11:00 a.m. - 1:00 p.m., in Alexander Hall. The Staff Holiday and Recognition Reception will be held December 13, 11:30 a.m. - 1:30 p.m., in the Waterfield Reference Room. The reception will have a come-and-go format.

Communications Committee: Jeremy McKeel reported on the October meeting of the Communications Committee. The committee is updating the web form employees will be able to use to recognize staff. The committee is also preparing a Staff Congress information sheet for new staff. Courtney Hixon, Director of Human Resources, has provided information for the committee to include on the information sheet.

Working Conditions Committee: Christian Barnes reported that, based on results from the Staff Survey, the Working Conditions Committee is discussing distributing a working conditions survey to staff, to guide the efforts of the Working Conditions Committee. He reminded staff that a Google form is available on the Staff Congress website for employees to submit ideas to the Working Conditions Committee.

Staff Survey Committee: Brett Shather reported that the Staff Survey Committee has been discussing the timeline for distributing the Staff Survey. The committee recommends that the survey be sent to staff during the fall semester rather than the spring semester. Distributing the survey in the fall would allow the results to be compiled and presented to Staff Congress, the Board of Regents, and the university administration within the same academic year the survey is distributed.

The Staff Survey Committee has formed sub-committees. One of the sub-committees is reviewing the previous year's survey results and developing recommendations for Staff Congress committees based on the results of the survey. In preparation for the migration to Qualtrix, the new survey tool the university will be using, another sub-committee is reviewing the survey questions for any possible recommended revisions and updates. The committee plans to have the recommended survey revisions ready for presentation at the November Staff Congress meeting. At this time, Mr. Shather recommends distributing only the Staff Survey instead of supplementing the it with an additional survey concerning working conditions. Distributing two surveys could lead to dilution or duplication of responses. Staff Congress would also then have to duplicate its work to review two surveys and prepare recommendations from the results. He recommends forwarding specific questions or items to the Staff Survey Committee to be included in the Staff Survey.

President Lofton asked when the committee anticipates having the previous year's Staff Survey results ready to present to Staff Congress.

Mr. Shather responded that the sub-committee plans to have the results from last year's survey ready to present to Staff Congress at the November Staff Congress meeting. He thanked Audrey Neal and the sub-committee for reviewing the survey results. President Lofton thanked the committee members for their work. She has served on the Staff Survey Committee and realizes the amount of time and effort involved in reviewing the survey.

Textbook Scholarship Committee: Jodi Hanneman reported that the two rebate nights held during this semester were successful and increased the amounts in the textbook scholarship and professional development funds. The committee is looking for additional fundraising ideas. The talent show fundraiser may have to be postponed until next year due to current construction in buildings and other steps required to plan the event. Ms. Hanneman thanked Angela Guyton and the Communications Committee for developing the rebate

night flyers and videos, and for promoting the rebate nights. President Lofton also thanked Ms. Guyton, Jeremy McKeel, and the Communications Committee for developing the promotional items and promoting the rebate nights.

Angela Guyton said a rebate night is scheduled for October 27, at the Burrito Shack. The restaurant requires rebate night participants to sign the list on the counter. The restaurant also requires 30 participants in order for the organization to receive the rebate

AD HOC COMMITTEES:

Business List Revision Committee: Jodi Hanneman asked for volunteers to join the Business List Committee. She is currently contacting businesses on the list to ask if they continue to offer a discount for university employees. She welcomes ideas for the committee.

President Lofton relayed chat comments from Faculty Regent Dr. Shemberger who complimented the committees on their work. Ms. Lofton also complimented the committee members for their work. She added that individuals may donate to the textbook scholarship and professional development fund at the Staff Congress website (www.murraystate.edu/staffcongress).

Staff Regent Dr. Jessica Evans added that persons may donate to the textbook scholarship and professional development fund through payroll deduction. She noted that a \$5 per month donation makes a difference in the availability of scholarship funds.

Personnel Policies and Benefits Committee: Parker Griffith reported that at its October meeting, the Personnel Policies and Benefits Committee discussed issues that have been brought to the committee's attention regarding some personnel policies. The committee met with Human Resources to discuss the issues. Committee member Marty Anderson said that one concern is with the Overtime and Exceptional Compensation Policy. He said the policy was written in 1990, and most recently revised in approximately 2017. The policy and revision did not address the two-hour minimum call-back when an employee is called back to work after hours. The committee is looking at similar policies at benchmark universities and the amount of minimum call-back time in the other universities' policies. The committee would like the call-back policy to be updated. The policy refers to being called at home. Now that most everyone has a cell phone with him/her, the committee would like the call-back policy to include the effect availability by cell phone has on call-back situations.

The committee is also looking at a payroll policy relating to pay adjustments and the amount of time before the individual receives the pay from an adjustment. In some instances, adjustments made to forecasted pay have taken longer than the four-week time period that is needed when dealing with a previous pay period. The committee has been working with Courtney Hixon, Director of Human Resources, toward reducing the time between submitting the documentation for the adjustment and receiving the pay adjustment. The committee is looking at similar policies at benchmark universities.

Regarding call-back, because some call-back work can be done remotely, this topic will overlap with remote work policies. Mr. Anderson added that Western Kentucky University has addressed this in its personnel policies. After reading the policies of benchmark universities, the Personnel Policies Committee will develop a proposed recommendation to present to Staff Congress.

Mr. Griffith thank Mr. Anderson for his work with those personnel policies. He encouraged staff to contact him or the committee members with concerns or with policies that may need to be updated.

President Lofton thanked Parker Griffith, Marty Anderson, and Courtney Hixon for their work to address these concerns.

Ms. Hixon said when questions or concerns develop, she wants to be sure they are discussed. Human Resources is continuing to work to address the concerns discussed in the meeting with the Personnel Policies and Benefits Committee.

Diversity, Equity, and Inclusion Committee: Kim Newbern reported on the committee's first meeting for the semester. The committee is discussing the hiring process and recruitment of a diverse population. The committee also discussed the possibility of the development of a cultural event that could be used as a Racer Wellness event. She would like to discuss that with Courtney Hixon, Director of Human Resources.

Ms. Hixon said she would be glad to meet with Ms. Newbern to discuss the details and the possibility of including an event in the Racer Wellness Pledge for the new year.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon said the Faculty and Staff Insurance and Benefits Committee will meet October 24, at 8:30 a.m. in the Engineering Building, and via Zoom.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: No report.

Budget Advisory Committee: No report.

Shared Governance Committee: No report.

Parking Advisory Committee: On behalf of Duane Dycus, who was unable to attend today's meeting, President Lofton reported that the Parking Advisory Committee will hold its first meeting of the semester during the week of October 24, 2022. Questions or concerns may be sent to Mr. Dycus.

UNFINISHED BUSINESS:

Orville Herndon read the models used by other Kentucky public universities to determine representation categories to those universities' staff organizations that are similar to Murray State's Staff Congress. He said MSU's Staff Congress can continue with its current representation model, choose a different model, or develop a new model.

Discussion followed. Mr. Herndon will send a Google survey to Staff Congress members so they can indicate their preferences for a Staff Congress representation model.

NEW BUSINESS:

None.

Information Items:

None

ADJOURNMENT: Jodi Hanneman made a motion to adjourn. Jeremy McKeel seconded, and the motion carried. The meeting was adjourned.